

## CATALOGUE LIBRARIAN

**GRADE 29**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs intermediate technical work in the public library system; does related work as required. Work is performed under the regular supervision of the Manager of Library Collection Development.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Cataloguing and classifying library materials; identifying bibliographic records; processing library materials; maintaining and updating database; participating in collection selection.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Classifies/catalogs fiction and non-fiction adult and juvenile books, serials, cassettes, CDs and DVDs for entire library system using bibliographic records; creates original bibliographic records for materials when they cannot be found through other sources.
- Conducts final check of books and materials for cataloging and processing errors before they are sent to branches.
- Helps insure clarity and accuracy of the database, i.e. global heading changes; checks and clears headings report for invalid, duplicate and blind headings and references; corrects inconsistent classification and/or cataloging errors.
- Trains volunteers and/or performs tasks involved with processing books and materials to prepare them for circulation, i.e. labels, covering, spine taping, putting A/V materials in appropriate cases, etc.
- Searches OCLC database and downloads bibliographic records.
- Trains volunteers and/or performs tasks involved with repairing library materials including torn pages, split spines and fly leaves and selecting, preparing and sending books to the bindery for rebinding.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of professional cataloging principles; general knowledge of OCLC policies and procedures; ability to adapt standard usage to the needs of the library; ability to plan, implement and maintain the bibliographic and authority parameters for the library's integrated automated circulation system; ability to modernize bibliographic information for the online database; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an ALA accredited college or university; a Master's in library science is preferred, as well as some experience working in a public library.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires crouching, reaching, pushing, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of Professional Librarian certificate issued by the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.